

FY2005 Instruction Memorandums

Date	Subject
October 4, 2004	Annual Protocol Meeting with State Historic Preservation Office; Submission of Annual Project Logs and Summary Report; and ArcGIS Training
October 6, 2004	Utah 's Information Technology (IT) Certification & Accreditation (C&A)
October 7, 2004	Fiscal Year 2005 Oil and Gas Inspection and Enforcement Strategy Matrices Instructions and Strategy Goals
October 7, 2004	New Department Performance Policy and Procedures for FY 2005
October 12, 2004	Hearing Conservation Program
October 21, 2004	Off Highway Vehicle (OHV) Safety Policy
November 15, 2004	Safety Action Plan 2005
November 18, 2004	Issuance of Paleontological Resource Use Permits
December 8, 2004	Nominations for the 2005 Employee Excellence Seminar
December 10, 2004	Performance Management System
December 16, 2004	Utah Prescribed Fire Policy Direction and Clarification
December 20, 2004	National Sage Grouse Strategy Implementation
January 5, 2005	Reviewing Travel Business Line Option Sets to Reduce Credit Limits
January 5, 2005	Reducing the Number of Employees with Access to the Charge Card Purchase Business Line and Convenience Checks
January 19, 2005	Amending Position Descriptions for Collateral Duty Hazardous Materials Coordinators and Collateral Duty Safety Officers
January 24, 2005	State Office Move – Draft IT Move Plan
January 31, 2005	Fiscal Year 2005 Deadline for Submission of Purchase Requisitions to the Utah State Office, Branch of Support Services, (UT-952)
February 1, 2005	Forest / Vegetative Permits Questionnaire
February 3, 2005	Annual Report of Accomplishments in Travel and Trails Management Data Request, Travel and Trails Accomplishments, FY 2004
February 9, 2005	Implementation and Use of the Counterpart Regulations
February 10, 2005	Federal Lands Recreation Enhancement Act (FLREA), Site Assessment
February 14, 2005	CHANGE 1 - Fiscal Year 2005 Deadline for Submission of Purchase Requisitions to the Utah State Office, Branch of Support Services, (UT-952)
February 15, 2005	Visitor Information Facility Cost Survey
March 1, 2005	Reduction of Charge Card Delinquency
March 9, 2005	Clarification of the Role of Association of Governments (AOGs) During Bureau of Land Management's (BLM) Land Use Planning Process
March 21, 2005	Utah Mining Law and Mineral Materials Conference on April 12-14, 2005
March 24, 2005	Review of Recreational Dredging and Sluicing Application Existing Stream List and Two Proposed New Stream Segment Listings
March 24, 2005	Accomplishment Reports, Bureau of Land Management's (BLM) Priorities for Recreation and Visitor Services
March 25, 2005	Sampling of Features at Abandoned Mine Sites
April 4, 2005	Scheduling of Conference Rooms in the New Gateway Building
April 4, 2005	Recruitment of Job Vacancies Open to Public (Delegated Examining Unit)
April 5, 2005	Utah Risk Assessment and Mitigation Strategies Workshop

April 14, 2005	Establishment of a Statewide Special Recreation Permit Team and Request for Nominees
April 15, 2005	Mandatory Training for Fire Personnel, "Do What's Right: Duty, Integrity & Respect"
April 15, 2005	Mandatory Training on Disability Issues Ordered by DOI
April 21, 2005	Rent Schedule for Commercial Wildlife Filming on Public Lands in Utah
May 11, 2005	Southern Utah Predation Management EA
May 17, 2005	Software and Hardware Configuration Management Procedures
May 17, 2005	Computer User Accounts with Privileged (Administrator) Access
June 24, 2005	Deadlines for Laptop and Monitor Ordering
August 3, 2005	Designation of Custodial Property Officers
August 16, 2005	FY06 Network and Power Upgrade Requirements
August 18, 2005	Disposal of Computers and Computer Media
August 19, 2005	Request for Information: State Information Technology (IT) Systems and Applications
August 26, 2005	BLM Edition 1:100,000 Scale - Surface Management Status Maps
September 2, 2005	Section 7 Consultation on Oil and Gas Lease Parcels
September 2, 2005	Utah Emergency Stabilization & Rehabilitation (ES&R) Year End Procedures
September 8, 2005	Utah Riparian Management Policy
September 8, 2005	Handling of Taxpayer Identification Numbers and Confidential Information Submitted in a Notice or Plan of Operations
September 13, 2005	Utah Bureau of Land Management (BLM) Clarification of Policy for Issuing Filming Permits in Conjunction with Special Recreation Permits
September 20, 2005	Review and Recommendations for NEPA Compliance Regarding Shrub-Steppe Restoration Initiative Activities
September 26, 2005	Requests for Information Technology (IT) Purchases
October 19, 2005	CHANGE 1, Requests for Information Technology (IT) Purchases
September 28, 2005	Statewide Cultural Workshop; Annual Protocol Meeting with State Historic Preservation Office; Submission of Annual Project Logs and Summary Report
September 30, 2005	Identification of High Use Areas for State Abandoned Mine Land (AML) Strategy and Development of a Resource Request to Fund Mitigation/Remediation of AML Physical Safety Hazards